

# Vacancy Announcement # 04/08/45

**POSITION:** ADMINISTRATIVE CLERK, FSN-5 (OR); FP-9,(EFM/MOH/NOR)\*

**FROM:** HR - George Skarpentzos  
**OPEN TO:** All Interested Candidates  
**OPENING DATE:** August 16, 2004  
**CLOSING DATE:** August 31, 2004  
**WORK HOURS:** Full-time - 40 hours per week

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The U.S. Embassy is seeking an individual for the position of Administrative Clerk in the General Services Office (GSO).

## **Basic function of Position**

Solves billing disputes between agencies/tenants/owners/contractors. Interfaces with electrical, water, telephone companies regarding service and utility billing problems, ensuring expedient resolution to utility problems that arise for Embassy officials in their residences.

Maintains relevant housing databases and lease files. Updates RPA and Access database as necessary. Incorporates data in relevant Post databases. Tracks outgoing and incoming personnel with Human Resources and works closely with the Housing Office Manager to ensure that residences are ready for new arrivals.

Other duties as assigned.

## **Qualifications required**

- 1. Required Education:** Two years of college in administration, information management or secretarial studies is required.
- 2. Required Prior Work Experience:** From one to two years in a closely related field is required. At least one year of experience with a US Government agency.
- 3. Language Requirement:** Level III English ability. Level IV Spanish ability is required.

**4. Knowledge required:** Good working knowledge of correspondence and clerical practices. Knowledge of maintenance operations and of metropolitan Lima is required.

**5. Skills and Abilities:** Level III typing ability (a minimum of 55 wpm), word data processing and use of office equipment. Must be able to exercise a high degree of independent judgment and initiative, have a pleasant personality and be tactful. Ability to organize work in a timely manner.

### **Selection Process**

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **Additional Selection Criteria**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period of one calendar year from date of initial encumbrance of position are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days of their employment.

### **To Apply**

Interested candidates for this position should submit the following:

1. *For applicants from within the Mission - Application for Employment*, please contact the Human Resources Office, extension 2169 for these forms;
2. *For applicants from outside the Mission - A current resume or curriculum vitae with a cover letter.*
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **Submit Application to:**

Human Resources Office  
Av. La Encalada block 17, Monterrico, Surco  
3<sup>rd</sup> floor

Monday thru Friday, from 9.00 am to 2.00 pm  
(except for Peruvian and American holidays)

**Point of Contact:**

Telephone: 618-2169  
Fax: 434-1302

**Definitions**

**1. AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- ♦ US Citizen
- ♦ Spouse or dependent who is at least age 18
- ♦ Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- ♦ Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- ♦ Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

**2. EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

**3. Member of Household:** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

**4. Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

**5. Not-Ordinarily Resident (NOR):** Typically NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE: August 31, 2004**

***The U.S. Government is an equal employment opportunity employer. All applicants will be considered based on their experience and qualifications.***

NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and Under Chief of Mission Authority must be RESIDING IN COUNTRY and have the required work and/ or residency permits to be eligible for consideration.

Cleared by: GSO- Wesley Green \_\_\_\_\_